

## **ELECTRONIC RECORDS MANAGEMENT (ERM) APPLICATIONS**

Electronic Records Management (ERM) applications allow organizations to capture, control, store, and dispose of electronic records associated with organizational processes. Using ERM applications, agencies can implement file plans, control dispositions according to approved Records Retention and Disposition Schedules, and access agency records. Some electronic document management (EDM) companies and enterprise content management (ECM) vendors have now added records management capabilities to their products. Conversely, the capabilities of some ERM products have been extended to include many of the functions commonly associated with EDM or ECM products. An ERM product may offer version tracking or workflow tools, in addition to its standard records management functions, for example. The NARA-endorsed [Electronic Records Management Software Applications Design Criteria Standard](#) sets forth baseline functional requirements and identifies nonmandatory features deemed desirable for ERM applications.

VITA awarded a Commonwealth of Virginia statewide contract for ECM software to IBM FileNet in 2007. Functionality available include content management, business process management, e-mail archiving, e-forms, records management, storage connectors, business activity monitors, Web content management, redaction software, and more. This business process software supports the objectives set out in Governor Kaine's "Paperless Government" Initiative through improved digital capture, document storage, and retrieval capabilities. A Shared Services platform also allows smaller to medium-sized agencies that cannot justify their own ECM solution or larger agencies wishing to pilot ECM in a limited fashion to take advantage of this offering.